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From: Duran, Matt
Sent: Wed 8/19/2015 11:22:06 PM
Subject: action needed tomorrow am. FW: Time and Attendance: Gold King Mine

Please see guidance below regarding your PPL time tracking. If you have questions contact Judy Hansen or Joe Poetter.

Thank you.

Matt

Matt Duran

Director, Information Systems Program

Office of Technical and Management Services

EPA Region 8

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From: Buhl, Rick

Sent: Wednesday, August 19, 2015 9:19 AM

To: Anthofer, Wayne; Bielenberg, Ben; Burkhardt, Mark; Daniels, William; Duran, Matt; Fowler, Joshua; Himmelbauer, Linda; Kortuem, Patrice; Mills, Bethany; Poetter, Joe; Shanahan, Mike; Young, Adrea; Merida, Mario; Veasley, Sheila; Nelson, MichaelC; Haniewicz, Melissa
Subject: Time and Attendance: Gold King Mine

Good Morning,

When completing your time for this pay period (by noon on Thursday please), if you have been working (or your staff) on the Gold King Mine response you need to track that time appropriately to the response. I checked with Joe and he confirmed this (his response to ORC is below and I would assume we might have similar questions). This includes things like Grants and Contracts directly related to the response, HR issues (including LER), IT, Health and Safety, QA, and of course finance. I left off the lab and EEO as we haven't had any conversations along these lines, but if you are working or end up working any directly related issues, please track and charge appropriately. **If you or your staff have other specific questions please work with Judy Hansen or Joe Poetter.**

The account code favorite for this response is A8K9.

Thanks.

Rick

Rick Buhl

Assistant Regional Administrator, Office of Technical and Management Services

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Need a Meeting? Contact Missy Haniewicz at 303-312-7059

From: Poetter, Joe
Sent: Tuesday, August 18, 2015 7:02 PM
To: Boydston, Michael; Hansen, Judy; Portillos, Christine
Cc: Logan, Paul; Ward, W. Robert; Bielenberg, Ben; Portillos, Christine
Subject: RE: Gold King Mine

Mike,

I've attached some guidance for your questions posed below. Let me know if you need further clarification on anything.

Joe

From: Boydston, Michael
Sent: Tuesday, August 18, 2015 3:47 PM
To: Hansen, Judy; Poetter, Joe; Portillos, Christine
Cc: Logan, Paul; Ward, W. Robert
Subject: RE: Gold King Mine

Sorry, here's one more. A significant part of our work relates to FOIA requests received concerning Gold King. I've never charged to SF codes for FOIA work before, and I think I remember hearing that the same is true for our legal enforcement colleagues. So are any of our timekeeping requirements for Gold King different where FOIA-related work is concerned?

Ans: If you are working on a FOIA, those hours should be tracked through the FOIA process and can't be charged site specifically.

Michael Boydston

Associate Regional Counsel, EPA Region 8

303.312.7103

From: Boydston, Michael
Sent: Tuesday, August 18, 2015 3:41 PM
To: Hansen, Judy; Poetter, Joe; Portillos, Christine
Cc: Logan, Paul; Ward, Robert
Subject: FW: Gold King Mine

Joe, Judy, Christine –

Thanks for all the information you've gotten us so far, and thanks for helping us set up our time reporting. I have a few more questions I was hoping you could help with:

1. Is it forbidden to earn comp time while working Gold King, or is it just optional to charge OT instead? **All hours above 80 hours per pay period related to the Gold King response should be charged to overtime with prior approval by your supervisor (unless those hours incurred are related to FOIAs in which case you would be able to choose between comp time, overtime, credit hours, etc.**
2. If people in our office have already worked and earned (according to the relevant advance-approval document) comp time while working on Gold King, should (or can) those hours be converted to overtime after the fact, using form EPA2560-7 and finding that an emergency justified the lack of prior approval? **If those costs aren't related to FOIA, those hours should be corrected to charge to the site as overtime costs in People Plus.**
3. What about credit hours? Is there a problem earning credit hours while working on Gold King? If so, should GK credit hours be converted after the fact to overtime, using form EPA2560-7 as above? **If working on FOIAs, credit hours are appropriate. If outside of FOIA, all hours must be charged as overtime in People Plus.**
4. Is there anything different about any of these procedures for lawyers, or for counseling lawyers (that is, lawyers in ORC), or for ORC employees (whether lawyer or non-lawyer)? **No, (with the exception of FOIA). In order to be able to charge your time directly to the Gold King account, your time must be directly related to the site.**

Sorry for all the questions, but people in our office don't often work with Superfund billing codes and don't often incur overtime. If it's easier to meet to discuss this, that's fine.

Michael Boydston

Associate Regional Counsel, EPA Region 8

303.312.7103

From: Hansen, Judy
Sent: Tuesday, August 18, 2015 2:01 PM
To: Boydston, Michael
Subject: FW: Gold King Mine

FYI

From: Poetter, Joe
Sent: Tuesday, August 18, 2015 12:34 PM
To: Hansen, Judy
Subject: RE: Gold King Mine

Those working in Denver should have approval for OT prior to working those hours. The form is in Webforms and can be submitted for approval via workflow. Those working OT in prior pay periods can always correct their timecards to add the OT hours – just make sure they are charging the time to the account code favorite for this response (A8K9).

The form to use is EPA form # EPA2560-7.

Joe

From: Hansen, Judy
Sent: Tuesday, August 18, 2015 12:07 PM
To: Poetter, Joe
Subject: Gold King Mine

Joe,

I received a call from Mike Boydston (R8 ORC), he is sending me the names of attorneys who are working on Gold King Mine Blow Out (A8K9). Do the attorneys get to charge OT as well?

Thank you

Judy L. Hansen

Accountant, Superfund Cost Recovery

Financial Management Unit

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